



External Hire and Booking Approval Policy

Queen Mother Theatre - Bancroft Players, Big Spirit, Ensemble and Junior Societies

1. Purpose of the Policy

This policy sets out the required process for managing external hire and booking enquiries for the Queen Mother Theatre.

Rationale

The Queen Mother Theatre is a shared and limited resource operated by volunteers. External hires can have financial, operational, reputational, and scheduling implications. This policy exists to ensure consistent decision-making, protect the Theatre from financial risk, prevent unauthorised commitments, and maintain Executive Committee oversight.

2. Scope

This policy applies to all external individuals or organisations wishing to hire the Theatre.

3. Roles and Responsibilities

Diary Manager / Theatre Manager:

The Diary Manager also fulfils the role of Theatre Manager and is a member of the Executive Committee. They receive enquiries, coordinate approval, include the Treasurer in correspondence, and confirm bookings only once approved.

Executive Committee:

The EC reviews and approves all external hire requests. Approval may be given via the EC email group or WhatsApp group.



Treasurer:

The Treasurer confirms costs, payment terms, and must be included in all correspondence from the outset.

4. Booking Procedure

All enquiries are received by the Diary Manager.

The Application to Hire form must be completed.

EC approval must be obtained.

Financial details must be agreed with the Treasurer.

Only then may the booking be confirmed in writing.

5. Approval

Approved by the Executive Committee.